

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Legal Counsel</i>		Posting Date: <i>March 30, 2023</i>	Serial No.: <i>29-23</i>
Department/Division: <i>Commerce</i>		Closing Date: <i>April 14, 2023</i>	Announcement No.: <i>29-23</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type:/ Employment Opportunity/ Open to public	Pay Grade and Salary Range: <i>15; 60,000- 65,000</i>	

General Description: The Legal Counsel is responsible for prosecuting all citations issued for violations that are covered in public laws enforced by the agency. The incumbent also provides legal advice on all agency matters, both technical and administrative. The position reports directly to the Director

Key Duties and Responsibilities:

- Provide general legal advice to agency leaders and all programs
- Serve as member of the agency's executive leadership team
- Oversee all enforcement activities of the agency
- Prosecute environmental citations in accordance with the law and authority granted by the Attorney General of American Samoa
- Prepare PRNS enforcement cases for prosecution in the District Court and High Court of American Samoa
- Conduct semi-annual enforcement training for business license and land use permit inspectors
- Expand the agency's enforcement capacity in the community
- Produce legislation and other public policy documents that promote the goals and objectives to agency programs
- Interpret local and major US statutes and regulation impacting the agency's grant programs
- Maintain current knowledge of local and federal law issues
- Prepare legal recommendation and provide meeting coordination for the boards and commissions under Department of Commerce Jurisdiction
- Draft agreements, corresponds and other legal documents
- Perform high level legal research on topics affecting the agency and its programs
- Perform other job related

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@as.gov
"Commitment to Service & Integrity"

Knowledge, Skills and Ability:

- Sound foundation in Federal and Territorial regulations and the criminal justice system
- Advance understanding of the interface between Federal and Territory governments
- Knowledge in strategic planning in the public or private sectors
- Excellent presentations skills, especially for courtroom and audiences for different type of legal matters
- Effective written and oral communication and have Samoan language skills are strongly desired
- Solid foundation in Microsoft Office and the preparation of various reporting document using Word, Excel, and PowerPoint
- Effective at negotiation in legal settings with professionalism and cultural awareness
- Work Independently and effectively so that all casework and special projects are completed in a reasonable timeframe

Academic and Experience Requirements:

- Applicant must have a Juris Doctor degree (J.D.) and a license to practice law in American Samoa
- Pass the Bar Exam in any U.S. Jurisdiction
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources